

**BEHAVIORAL HEALTH AIDE - I  
ST. GEORGE  
JOB DESCRIPTION**

**POSITION STATUS:** Non-Exempt

**WORKERS COMP #:** \_\_\_\_\_

**SUPERVISION RECEIVED:** St. Paul Health Center Lead Counselor      **JOB CODE #:** \_\_\_\_\_

**JOB SUMMARY:** This is an entry-level *village-based* counseling position that provides village residents (individuals and families) with basic education about mental health, substance abuse, tobacco, and addiction issues. With direct assistance and oversight from the Clinical Consultant, the BHA will screen and/or assess individuals for mental health and substance abuse problems. Interacts and coordinates professional activities with other village-based providers, helping to provide early intervention, case management, aftercare and follow-up for individuals and families impacted. Pursue education through on-the-job training, specific training opportunities and through the University Rural Human Services Certificate Program.

**ESSENTIAL FUNCTIONS:** Functions below to be performed 100% of the time.

1. Provide village residents (individuals and families) with basic education about mental health, substance abuse and addiction issues. With direct assistance and oversight from the Clinical Consultant. The Behavioral Health Aide I will screen and/or assess individuals for mental health and substance abuse problems.
2. Interacts and coordinates professional activities with other village-based providers, helping to provide early intervention, case management, aftercare, and follow-up for individuals and families impacted. Coordinate school activities.
3. Collect data through formal and informal needs assessment regarding nature and quantity of community needs for counseling services.
4. Perform outreach services to special target population, including Early childhood assessment, FAS/FAE information, and prenatal care.

**SECONDARY FUNCTIONS:** The functions below to be performed 100% of the time.

1. Maintain confidentiality in regard to client, co-workers, and program matters. Sensitivity for the client and privacy required. Will comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. (HIPAA compliance form for signature attached).
2. Abide by the A/PIA Personnel Policies and Procedures Manual as established by the Board of Directors.

3. Abide by the A/PIA Behavioral Health Policies and Procedures manual as established by the A/PIA Board of Directors.
4. Perform other reasonable related duties as assigned or required by supervisor in a timely manner.
5. Maintain a desk-top procedure manual for your position, updating as needed.
6. Must demonstrate maturity, dependability, good judgment, sensitivity, and empathy in performance of assigned duties.
7. Must be neat in personal appearance and attire. Must be punctual.
8. Must have the ability to establish and maintain a professional business relationship with co-workers, clients, and outside agencies.
9. Must contribute to a positive work environment.
10. Will demonstrate support and awareness of the Health Department goals, operating principles, core values, and the A/PIA mission statement (all documents attached).
11. Pursue education through on-the-job training, specific training opportunities and through the University Rural Human Services Certificate Program.

**PHYSICAL DEMANDS:**

1. Sitting - 47%; Standing - 13%; Walking - 13%; Alternately Sitting/Standing - 27%.
2. Lifting: 1-50 lbs. - 34-66% of time; 51-100 lbs. - 1-33% of time.
3. Carrying: 1-10 lbs. - 34-66% of time; 11-75 lbs. - 1-33% of time; never over 75 lbs.
4. Pushing/Pulling: continuously 1-10 lbs.; 11-50 lbs. - 34-66% of time; 51-75 lbs. - 1-33% of time.
5. The following are required during normal working day:
  - a. Driving automobile with and without loading and unloading;
  - b. Full use of both hands;
  - c. Full use of both legs;
  - d. Use of hands/arms for repetitive movement;
  - e. Good manual dexterity;
  - f. Good finger dexterity.
6. Twisting and climbing stairs - 67-100% of time.
7. Driving, balancing, bending/stooping, squatting/crouching, and reaching at, above and below shoulder level - 34-66% of time.
8. Kneeling 1-33% of time.
9. Crawling and climbing ladders - never.

10. Working with moving machinery, working with exposure to marked changes in temperature and humidity, and working outside - 1-33% of time;
11. Working at unprotected heights, exposure to gasses, dust, odors, fumes or mists - never.

**QUALIFICATIONS:**

1. High school diploma, GED, or equivalent.
2. Must be able to maintain a personal and professional code of ethics that establishes BHA as a role model.
3. Must have a willingness to work within diverse cultures.
4. Must have a demonstrated commitment to a drug-free lifestyle.
5. Ability to work independently and follow verbal and written directions.
6. The ability to complete tasks and written work in a timely fashion.
7. Must be willing to learn how to use various computer software programs independently, ie: email, and word processing.
8. Flexibility to leave one's home village for educational training (i.e., Continuing Care, Aftercare, etc.), in-services, workshops and participation in the Rural Human Services Certificate Program to enhance job performance and knowledge.
9. Willingness and means to travel and have a valid Alaska Drivers License.

**CERTIFICATION:**

*I have read and understand my duties as described in this job description. I also understand that in the future I have the opportunity and the responsibility to seek clarification by my supervisor on any items, which may become unclear to me.*

*I understand and agree that my employment with the Association is entered into voluntarily and that I may resign at any time. Similarly, my employment may be terminated for any reason or no reason and at any time with or without notice.*

*I also understand and agree that this job description is subject to change as needed based on A/PIA=s requirements.*

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Employee Signature

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Date